

11 JULY 05

**FOREIGN OBJECT DAMAGE PREVENTION PROGRAM**

From: Maintenance Officer, Helicopter Sea Combat Wing,  
U.S. Atlantic Fleet  
To: All COMHELSEACOMBATWINGLANT Maintenance Departments  
  
Subj: LOCAL COMMAND PROCEDURES FOR NAVAL AVIATION MAINTENANCE  
PROGRAM STANDARD OPERATING PROCEDURES (NAMPSOP),  
COMNAVAIRFORINST 4790.2J VOLUME V, CHAPTER 12  
  
Ref: (a) COMNAVAIRFORINST 4790.2J VOL V  
  
Encl: (1) Weekly FOD Spot Check Form  
(2) FOD Trend Analysis Form

1. Purpose and Scope. This supplement provides additional CHSCWL requirements for the Foreign Object Damage Prevention Program of reference (a).

2. Local Command Procedures.

a. Program manager, alternate, or W/C 300 leading CPO shall perform routine weekly FOD spot checks of selected assigned aircraft, support equipment, flight lines/decks, and maintenance spaces per reference (a) and, utilizing enclosure (1), route results to the Maintenance Officer. Results of these spot checks shall be retained for six months. Spot checks shall be done on a rotational basis to ensure that all spaces and equipment are inspected at least once a month.

b. The Maintenance Material Control Officer shall ensure a system is established to control and account for all consumables, (hardware, corrosion materials, safety wire, lamps, etc.), used in aircraft or SE maintenance.

c. Maintenance/Production Control shall:

1) Ensure all missing fasteners or other piece-parts are documented by initiating a "DOWNING" discrepancy on a VIDS/MAF or Work Order upon discovery. Affected aircraft or SE will remain in a "DOWN" status until a search is completed by Quality Assurance Representative.

2) Assign a Quality Assurance Representative to conduct a thorough search of the appropriate area(s) for any missing fastener or piece-part.

3) Ensure all fastener discrepancies are corrected no later

than the completion of the next aircraft phase inspection.

4) Ensure a FOD walk down of the flight line/deck and hangar area is conducted prior to the first flight of the day.

5) Ensure a FOD walk down is conducted in and around the start-up area prior to the turn-up of any aircraft.

d. Quality Assurance shall:

1) Investigate and coordinate the search for all missing fastener or piece-part discrepancies when notified by Maintenance Control.

2) Annotate on the **"DOWN"** VIDS/MAF or Work Order what areas were searched and the findings of that search. Initiate the **"UP"** VIDS/MAF or Work Order to document missing fasteners or piece parts that could not be found during the original search, annotating FOD search complete.

3) Ensure all missing fasteners which cannot be corrected prior to the next flight/use are marked by circling the missing fastener with a red grease pencil/paint pen and the julian date, thereby avoiding future uncertainty.

4) Utilize enclosure (2) for missing/loose fasteners trend analysis per reference (a).

e. Work Center Supervisors/CDIs shall:

1) Ensure anytime an aircraft panel is removed, its fasteners are maintained with the panel. Annotate on a sealed fastener container, such as a MAF bag, the MODEX, and the number of fasteners (camlocks, bolts, screws, washers, nuts), and securely attach the sealed fastener container to the panel with either safety wire or masking tape.

2) Ensure no two fasteners are missing next to each other on any one panel **and** that no more than 25% of any one panel's fasteners are missing.

3) Ensure that training and maintenance practices include proper fastener usage and selection.

f. Plane Captains, during Daily and/or Turnaround inspections, shall verify all missing fasteners and piece-parts are properly documented and marked.

/S/  
J. W. WIRWILLE, JR

**MEMORADUM**

Date\_\_\_\_\_

From: FOD Program Manager  
To: Maintenance Officer  
Via: Maintenance Master Chief  
Maintenance/Material Control Officer  
Quality Assurance Officer

Subj: WEEKLY FOREIGN OBJECT DAMAGE (FOD) SPOT CHECK

1. The following discrepancies were noted during the weekly FOD  
spot check of the \_\_\_\_\_:

2. Maintenance Master Chief's comments:

\_\_\_\_\_  
MMCPO Date

3. Maintenance/Material Control Officer's comments:

\_\_\_\_\_  
MMCO Date

4. Quality Assurance Officer's comments:

\_\_\_\_\_  
QAO Date

5. Maintenance Officer's comments:

\_\_\_\_\_  
Maintenance Officer/Date

## FOD Trend Analysis

[illegible]